

Volunteers In Parks

Job Description Sheet

Volunteers can assist the National Park Service in many ways including visitor center operations, research work, historic and natural history programs, clerical assistance, historic restoration, park maintenance, and more.

Job Title: Facility Operations Assistant
Fort Smith National Historic Site

Job Description:

The park is open 7 days a week, except for Christmas and New Years day. The park consists of 37 acres, both wooded & open, with multiple buildings. Park grounds require regular maintenance to provide positive visitor experiences at the park and to protect & preserve the native landscape. The Facility Operations Assistant will perform a variety of duties, which may include general building maintenance, general grounds maintenance, upkeep of interpretive panels, maintenance of various park trees and plants, maintaining the heritage garden, and various other duties to assist the maintenance and ranger staff.

Skills Needed / Preferred:

- walking, lifting up to 40 pounds (estimated), bending
- ability to be self-directed and to complete assigned tasks
- working outdoors in a variety of weather conditions

Goals / Outcomes of Job:

Making park facilities and grounds more pleasant and appealing for visitor safety and comfort.

Benefits to Volunteers (note training if applicable):

Gain experience with the National Park Service; Ability to “give back” to the National Park Service; opportunity to stay fit by conducting various light duties. Official VIP uniform provided.

Safety Notice:

Maintenance VIPs will be working outdoors in a variety of weather conditions, including hot & sunny days, stormy weather, rain, cold, etc. There is potential for excessive exposure to sun, so the VIP must take precautions, including sunscreen, a hat, and limited time in the sun. There is a potential for becoming dehydrated or overheating, so the VIP should carry plenty of water and drink regularly while working outdoors at the park. Other safety hazards include snakes, ticks, chiggers, mosquitoes, poison ivy, briars, or lifting heavy items without assistance. Under no circumstances are VIPs ever to swim or attempt a rescue in the river. Please use common sense, take every precaution, and keep yourself safe. If in doubt, please check with park staff.

The VIP must not work outdoors in the likelihood of lightning, whether or not a storm is in progress. In an emergency, VIPs should take shelter inside the visitor center theatre. If Sebastian County is under a severe weather warning (tornado, thunderstorm, excessive heat) from the National Weather Service, VIPs should not be working anywhere outdoors. Shelter should be taken immediately.

Number of volunteers needed: Varies

Minimum Commitment:

This position may be requested throughout the calendar year.

Location of Position:	Supervisor:	VIP Coordinator	Phone Number:
Park wide	Gary Smith	Cody Faber	479-783-3961

Under 43 C.F.R. § 20.511, Departmental volunteers in the course of their official duties are prohibited from possessing firearms on property under control of the Department. Because of the stated purpose of the sponsors of Section 512 to provide uniformity under applicable state law from bureau-to-bureau, the potential liability issues that could result, and the absence of any criminal penalties applicable to this regulation, this Departmental policy continues to apply to all NPS/FWS employees and volunteers during their official duties. Volunteers who are not on official duty may possess firearms on Departmental lands under the same conditions applicable to members of the general public, according to P.L. 111-24, Section 512. For this purpose, volunteers are considered the same as other employees when engaged in their official activities.